




MEETING DATE: 4/3/06

ITEM NO. 5

## COUNCIL AGENDA REPORT

DATE: March 21, 2006

TO: MAYOR AND TOWN COUNCIL

FROM: DEBRA J. FIGONE, TOWN MANAGER 

SUBJECT: ADOPT A RESOLUTION AUTHORIZING THE TRANSFER OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND RELATED BUDGET ADJUSTMENTS, AND RESCINDING RESOLUTION 2005-12

### RECOMMENDATION:

Adopt a resolution authorizing the transfer of Community Development Block Grant (CDBG) Funds and related budget adjustments, and rescinding Resolution 2005-12 (Attachment 1).

### BACKGROUND:

The Town has participated in the Santa Clara Urban County CDBG Program since 1975. Through this program, the Town receives federal CDBG funds for activities which benefit primarily very low and low income households, including Americans with Disabilities Act (ADA) modifications, affordable housing developments, the Housing Conservation Program, and service programs administered by local nonprofit agencies.

### DISCUSSION:

Each fiscal year, Council adopts a resolution allocating CDBG funds for that year. The total amount of funds available each year is set by the federal Department of Housing and Urban Development (HUD). If any project which is allocated CDBG funds does not use all of those funds, they must be re-allocated to another project before they may be used. All of the Town's CDBG allocations are tracked by Santa Clara County on a document called the Cash Control Record, and each is assigned a "project number."

At its December 5, 2005 meeting, Council adopted Resolution 2005-12, authorizing the transfer of

PREPARED BY: Regina A. Falkner, Community Services Director  
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Reviewed by: DS Assistant Town Manager OK Town Attorney \_\_\_\_\_ Clerk Administrator  
Se Finance \_\_\_\_\_ Community Development Revised: 3/21/06 12:49 pm

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MAYOR AND TOWN COUNCIL

SUBJECT: ADOPT A RESOLUTION AUTHORIZING THE TRANSFER OF COMMUNITY  
DEVELOPMENT BLOCK GRANT (CDBG) FUNDS

*March 21, 2006*

CDBG funds remaining from completed projects to an approved Town CIP Project, 25 Fiesta Way Annex ADA Improvements. As authorized by the resolution, a transfer request was submitted to Santa Clara County, which administers these funds. The transfer request was denied, as its format did not comply with the County's new preferred format. Town staff was asked to revise the request and return to Council for a new authorization.

The attached resolution would rescind Resolution 2005-12, and authorize a new transfer request to be submitted to Santa Clara County. County staff have provided verbal assurance that the transfer request form (Exhibit A to Attachment 1) will be acceptable.

CONCLUSION:

Staff recommends that Council adopt a resolution (Attachment 1) authorizing the transfer of CDBG funds remaining from completed projects to a new line item, 25 Fiesta Way Annex ADA Improvements, and related budget adjustments. Once approved by Council, the transfer request would be forwarded for final approval by the County Board of Supervisors.

ENVIRONMENTAL ASSESSMENT:

The recommended action is not a project defined under CEQA, and no further action is required.

FISCAL IMPACT:

All CDBG allocations are adopted as part of the Operating Budget, in Special Fund 219. Once the transfer was approved, budget adjustments in the appropriate operating revenue and expenditure accounts would be made to reflect the corrected amounts of ADA funding.

CDBG allocations that are used for capital projects are also adopted as part of the Capital Improvement Program budget. Budget adjustments in the appropriate CIP revenue and expenditure accounts would be made to reflecting the receipt of CDBG funds from Special Fund 219.

The recommended action would have no impact on the General Fund.

Attachments:

1. Draft Resolution of the Town Council of the Town of Los Gatos Authorizing the Transfer of Community Development Block Grant Funds (Exhibit A)
2. Revised Cash Control Record

Distribution:

Kevin Rohani, Town Engineer

Glenda Cracknell, Senior Account Technician

Jennifer Miller, Administrative Analyst

Bill McWood, Santa Clara County Office of Affordable Housing, 1735 N. First Street, Suite 265, San Jose, CA, 95112

**RESOLUTION NO. 2006-**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS  
AUTHORIZING THE TRANSFER OF COMMUNITY DEVELOPMENT BLOCK  
GRANT (CDBG) FUNDS AND RELATED BUDGET ADJUSTMENTS,  
AND RESCINDING RESOLUTION 2005-12**

**WHEREAS**, the Town of Los Gatos receives Community Development Block Grant funds from the U.S. Department of Housing and Urban Development through the County of Santa Clara as a non-entitlement city pursuant to the provisions of Title I of the Housing and Community Development Acts of 1974 and 1977, as amended; and

**WHEREAS**, the U.S. Department of Housing and Urban Development requires that any funds remaining from completed projects must be transferred to another project before they may be utilized; and

**WHEREAS**, the Town Council wishes to allocate additional funds to Capital Improvement Program project 0539, which ensures compliance with Americans with Disabilities Act (ADA) accessibility requirements.

**NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LOS GATOS  
DOES HEREBY RESOLVE AS FOLLOWS:**

- A. The Town Council does hereby authorize the transfer of funds on the Town's Cash Control Report, as set out in Exhibit A, attached and incorporated herein, and the related budget adjustments.
- B. Resolution 2005-12 is hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 3rd day of April, 2006, by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

**SIGNED:**

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MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:

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CLERK OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

# SANTA CLARA COUNTY TRANSFER CONTROL RECORD

Jurisdiction/Agency \_\_\_\_\_

Town of Los Gatos \_\_\_\_\_

Date 2/9/06

Program Year 2005/06

Transfer No. 1

FROM				TO			
Project Activity #	Current Allocation	Amount of Transfer (-)	Revised Allocation	Project Activity #	Current Allocation	Amount of Transfer (+)	Revised Allocation
ADA Parking Lots 1&2 Ramps, LG-03-42	\$36.37	(\$36.37)	\$0	ADA Compliance - 25 Fiesta Way	\$0	\$62,948.37	\$62,948.37
ADA Ross Creek Ped Bridge, LG-04-41	\$765.32	(\$765.32)	\$0				
ADA Library Doors, LG-04-42	\$6,259.50	(\$6,259.50)	\$0				
ADA Accessibility Improvements, LG-05-41	\$19,587.50	(\$19,587.50)	\$0				
Rebuilding Together Silicon Vly, LG-05-54	\$7,500.00	(\$7,500.00)	\$0				
ADA Compliance - Public Facilities, LG-06-41	\$28,799.68	(\$28,799.68)	\$0				

A. Jurisdiction/agency has approved the above transfer of funds and submitted necessary documentation to justify the transfer \_\_\_\_\_ (Date)

B. Does transfer require CAC, CC, and B/S approval \_\_\_\_\_ Y/N

1. If yes, B/S approval \_\_\_\_\_ (Date)

2. If No, transfer approved by project Representative \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

C. Transfer reflected on CCR and program ledger \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_  
Program Manager

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## SANTA CLARA COUNTY HCD PROGRAM

CASH CONTROL RECORD (CCR)  
PROGRAM YEAR 2005-2006EFFECTIVE DATE 4-3-06  
TOWN OF LOS GATOS

CONTRACT/PROJECT NAME	CONTRACT PROJECT NUMBER	BEGINNING BALANCE	TRANSFER	ADJUSTED ALLOCATED AMOUNT	TOTAL PAYMENTS TO DATE	BALANCE AVAILABLE
<b>PROJECTS IN PROGRESS:</b>						
HOUSING REHAB ADMINISTRATION	LG-01-52	19,920.30		19,920.30	4,628.32	15,291.98
ADA PARKING LOTS 1 & 2 RAMPS	LG-03-42	36.37	-36.37	0.00	0.00	0.00
ADA ROSS CREEK PED BRIDGE	LG-04-41	765.32	-765.32	0.00	0.00	0.00
ADA LIBRARY DOORS	LG-04-42	6,259.50	-6,259.50	0.00	0.00	0.00
LIVE OAK ADULT DAY CARE	LG-05-33	9,785.10		9,785.10	6,048.00	3,737.10
ADA ACCESSIBILITY IMPROVEMENTS	LG-05-41	19,587.50	-19,587.50	0.00	0.00	0.00
HOUSING CONSERVATION PROG-LOAN	LG-05-51	58,724.00		58,724.00	0.00	58,724.00
REBUILDING TOGETHER SILICON VLY	LG-05-54	7,500.00	-7,500.00	0.00	0.00	0.00
EHC LIFEBUILDERS	LG-06-11	15,000.00		15,000.00	14,628.92	371.08
SECOND HARVEST FOOD BANK	LG-06-31	3,802.00		3,802.00	950.50	2,851.50
CATHOLIC CHARITIES - OMBUDSMAN	LG-06-32	7,680.00		7,680.00	1,920.00	5,760.00
LIVE OAK ADULT DAY CARE	LG-06-33	12,988.00		12,988.00	0.00	12,988.00
SJSU HEALTH PLACE	LG-06-34	12,211.00		12,211.00	0.00	12,211.00
ADA COMPLIANCE - PUBLIC FACILITIES	LG-06-41	59,810.00	-28,799.68	31,010.32	31,010.32	0.00
URBAN COUNTY REHAB SERVICES	LG-06-53	20,000.00		20,000.00	20,000.00	0.00
REBUILDING TOGETHER SILICON VLY	LG-06-54	10,000.00		10,000.00	0.00	10,000.00
ADA COMPLIANCE - 25 FIESTA WAY	(NEW)	0.00	62,948.37	62,948.37	0.00	62,948.37
<b>SUBTOTAL PROJECTS IN PROGRESS</b>		<b>264,069.09</b>	<b>0.00</b>	<b>264,069.09</b>	<b>79,186.06</b>	<b>184,883.03</b>
<b>GENERAL ADMINISTRATION</b>						
	LG-06-91	15,000.00		15,000.00	6,564.88	8,435.12
<b>SUBTOTAL ADMINISTRATION</b>		<b>15,000.00</b>		<b>15,000.00</b>	<b>6,564.88</b>	<b>8,435.12</b>
<b>GRAND TOTAL ALL CDBG</b>		<b>279,069.09</b>	<b>0.00</b>	<b>279,069.09</b>	<b>85,750.94</b>	<b>193,318.15</b>